

TICKET SALES PROCEDURES

Tickets are \$35.00 each.

All ticket sales are on a first come/first served basis. Emphasize to your employees that those who purchase tickets early will have the benefit of selecting a table with the best location and view.

Encourage your agency head to promote interest and sales within your agency.

Encourage employees to make payments by check or money order made payable to: ***Federal Employee of the Year 2006.***

If necessary, accept cash. Please remember that you are responsible for the cash until the 2006 FEOYA Ticket Coordinator receives it. All cash should be hand delivered to the FEOYA 2006 Ticket Coordinator at one of the following addresses:

**Veronica Flores
Manager, Finance
U.S. Postal Service
433 W. Harrison Street, 3rd floor
Chicago, IL 60699
Every Tuesday and Thursday
Beginning Wednesday, January 18, 2006
11 a.m. – 1 p.m.**

or

**Chicago Federal Executive Board
230 S. Dearborn Street, Suite 3816**

If a group of employees wish to sit at the same table, full payment for a party of 10 (\$350) must accompany the ticket sales payment form. Tables will not be reserved without full payment.

When receiving payments from employees, annotate the Employee Payment/Table Request Register and issue an Interim Payment Receipt to the employee.

Submit your ticket Payment Sales Form with payment to the FEOYA Ticket Coordinator via mail or in person. Send payments via mail to:

**Veronica Flores
USPS Finance Manager
P.O. Box 803635
Chicago IL 60680-3635**

Please ensure the information provided on the form is legible. Refer to the seating chart and remember to fill in the table preference. Inquiries regarding table availability can be made by calling Veronica Flores, the FEOYA Ticket Coordinator, at **312-983-8295**. An attempt to accommodate each request will be honored. If the table request cannot be accommodated, the next available table in close proximity to the requested table will be assigned. Please share this information with all interested employees.

Upon receipt of your Ticket Sales Form, the table assignment will be made and tickets issued. You will receive a Ticket Sales Receipt Form along with the tickets, which will be annotated with the table number.

Using your Employee Payment/Table Request Register, check off the receipt of the tickets and distribute them to the buyers.

Special requests and other questions may be directed to Carmen Santiago, 312-983-8392 or Carmen.L.Santiago@usps.gov

******TICKET SALES END ON APRIL 21, 2006******

Federal Employee of the Year 2006

Employee Payment/Table Request Register

[illegible]

2006 FEDERAL EMPLOYEE OF THE YEAR LUNCHEON TICKET SALES PAYMENT FORM

Veronica Flores
USPS Manager of Finance
P.O. Box 803635
Chicago, IL 60680-3635

PREFERRED METHOD OF PAYMENT:

Enclosed are check(s) or Money Order(s) in the amount of \$_____ as payment for _____ tickets at \$35.00 each for the Federal Employee of the Year Luncheon to be held at the Hyatt Regency Chicago Grand Ballroom on May 2, 2006.

ALL PAYMENTS ARE TO BE MADE PAYABLE TO:

FEDERAL EMPLOYEE OF THE YEAR - 2006

ALL CASH (CURRENCY) MUST BE HAND-DELIVERED

NAME OF AGENCY: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

TELEPHONE NO: _____

PREFERRED TABLE NO: _____

(Please refer to the seating chart)

Full tables, which seat 10, may be reserved only if payment of \$350 is received on a first come basis.

SPECIAL NEEDS: (Vegetarian, Special Diet, Hearing-Impaired, Wheelchair, etc.) _____

AGENCY TICKET COORDINATOR:

Federal Employee of the Year 2006

Luncheon Ticket Sales Receipt Form

DATE: _____

RECEIVED FROM: _____
(Agency Ticket Coordinator)

\$ _____ in the form of CASH, and
\$ _____ in the form of CHECK(S)/MONEY ORDER(S) in payment for
_____ ticket(s) to the Federal Employee of the Year 2006 Luncheon.

Assigned:

Table Number(s):

Ticket Number(s):

Veronica Flores
FEOYA 2006 Ticket Coordinator

Comptroller General Decision

Matter of Career Service Awards Program

Comptroller General of the United States

October 9, 1990

As a general rule, an employee may not be paid a per diem allowance or actual subsistence expenses for meals or lodging expenses at the permanent duty station as such expenses are considered personal to the employee. However, the Government Employees Incentive Awards Act authorized an agency to pay a cash award and incur necessary expenses for the honorary recognition of employees who meet the stated criteria for such awards (5 USC 4503). If an agency determines that a reception with refreshments, as provided in the Federal Personnel Manual, would materially enhance the effectiveness of an awards ceremony conducted under authority of the Incentive Awards Act, the cost of these refreshments may be considered a "necessary expense". As such, the costs may be charged to operating appropriations without regard to "receptions and representation" limits.